

Memorandum



Date:

To: Maria E. Moreira, FAMIS Coordinator
Finance Department

From:

Subject: 2005-06 Fiscal Year – FAMIS Liaison

Return by, Monday, September 19, 2005

Return form to Maria E. Moreira, Finance Department, 111 N.W. 1st Street, Suite 2620.

The department has designated the person listed below to act as FAMIS Liaison for the 2004-05 fiscal year closing and the 2005-06 fiscal year:

NAME:* _____

LOCATION:** _____

TELEPHONE: _____

NAME

FAMIS CODE

DEPARTMENT: _____

DIVISION:** _____

SECTION:** _____

* This is the individual who will be responsible for gathering and furnishing the information necessary for the Accounting Division to prepare the financial statements and who shall act as liaison for the 2005-06 fiscal year and will be notified of system availability during the year.

** If applicable